In case of reply the number and date of this Letter should be quoted

My Ref. No: DC 448/796/01

Your Ref. No: .....

Telephone Nos. 666304-7

www.psc.gov.gh
GPS ADDRESS: GA-144-4112

REPUBLIC OF GHANA

The Office of the
PUBLIC SERVICES COMMISSION
P. O. Box GP 1618
Accra

22nd September, 2023

VACANCY ANNOUNCEMENT AT THE OFFICE OF THE UNITED NATIONS HIGH COMMISSION FOR REFUGEES (UNHCR)

Please the United Nations High Commission for Refugees (UNHCR) has advertised the job vacancy of Associate External Relations and Reporting Officer in its office in Luanda, Angola.

2. In view of the above, I forward herewith, a letter received from the UNHCR through the Ministry of Foreign Affairs and Regional Integration in relation to the vacant position for your attention and, information of your staff to enable interested persons to apply.

3. Qualified candidates, particularly women are encouraged to apply for the position.

4. I count on your cooperation.

ING. (MRS.) MABEL AMOAKO-ATTA
SECRETARY

THE HEAD OF SERVICE
OFFICE OF THE HEAD OF LOCAL
GOVERNMENT SERVICE
ACCRA

THE VICE CHANCELLOR
UNIVERSITY OF GHANA
LEGON

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GIMPA
LEGON

Appendix

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ıail:communication@mfa.gov.gh

REPUBLIC OF GHANA

MINISTRY OF FOREIGN AFFAIRS
AND REGIONAL INTEGRATION

P. O . Box M53
Accra, Ghana

Our Ref.: **CA/UN/8**

GA-057-0036
11th September, 2023

VACANCY ANNOUNCEMENT AT THE OFFICE OF THE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

I have the honour to forward, herewith, for your kind attention and necessary action, the job vacancy below, circulated by the Office of the United Nations High Commissioner for Refugees (UNHCR) in Angola:

Post:	Associate External Relations and Reporting officer
Deadline for Submission:	1st January, 2024
Duty Station:	Luanda, Angola

2. Qualified candidates, particularly women are encouraged to apply for the above vacancy, available on the website: Associate External Relations and Reporting Officer 1UVP (unv.org) before the deadline.

3. The contract is valid for one (1) year, with possible extension.

4. Attached are documents pertaining to the vacancy advertised.

5. Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: **vacancies.internationalorgs@mfa.gov.gh.**

6. Please accept, Honorable Minister, the assurances of our highest consideration.

For: MINISTER FOR FOREIGN AFFAIRS &
REGIONAL INTEGRATION
TONY KUTTENG
DIRECTOR/CANDIDATURES UNIT

THE HON. MINISTER
MINISTRY OF INTERIOR
ACCRA

SERVICES COMMA

THE CHAIRPERSON
GHANA REFUGEE BOARD
ACCRA

THE CHAIRPERSON
PUBLIC SERVICES COMMISSION
ACCRA

HEAD OF THE CIVIL SERVICE
OFFICE OF THE HEAD OF THE
CIVIL SERVICE
ACCRA

Annexe IX

VACANCY DETAILS

GENERAL

Description of assignment title - Associate External Relations and Reporting Officer
Assignment country - Angola
Expected start date - 01/01/2024
Sustainable Development Goal - 10. Reduced inequalities
Volunteer category - International UN Volunteer Specialist
Host entity - UNHCR
Type - Onsite
Duration - 12 months (with possibility of extension)
Number of assignments - 1
Duty stations – Luanda

DETAILS

Mission and objectives - The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country (www.unhcr.org).

Context - The Office of the UNHCR was established on 14 December 1950 by the UN General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or resettle in a third country (www.unhcr.org).

Task description - Under the direct supervision of the Representative), the UN Volunteer will undertake the following tasks: • Keep abreast of all developments in operations to prepare appropriate briefings and reports. • Prepare periodic reports, i.e. donor updates, internal sitreps, briefing notes for senior managers, and activity-specific reports as required. • Prepare funding submissions for donors and draft any required after-action reports. • Develop and maintain working relationships with the government, NGOs, and UN agencies to ensure cooperation in inter-related activities. • Support the UNHCR-led Cluster activities by preparing and distributing minutes, assisting in organising meetings, occasionally chairing meetings, and serving as the general secretariat for the relevant Cluster. • Support the supervisor in preparation for meetings and missions drafting of talking points. • Organize and accompany missions for VIP visitors, delegates to visit refugee sites or the activities of UNHCR implementing partners. • If there is no Public Information (PI) focal point in the country, serve as PI focal point, contributing to and coordinating press events, interviews, PI missions and other activities related to information dissemination to the general public to promote UNHCR activities. Furthermore, UN Volunteers are required to: • Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and taking an active part in UNV activities (for instance, in events that mark International Volunteer Day). • Be acquainted with and build on traditional and/or local forms of volunteerism in the host country. • Reflect on the type and quality of voluntary action they undertake, including participation in ongoing reflection activities. • Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press

releases, etc. • Assist with the UNV Buddy Programme for newly arrived UN Volunteers. • Promote or advise local groups in online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever possible. • Perform other related duties as may be required.

ELIGIBILITY CRITERIA

Age - 27 - 80

Nationality - Candidate must be a national of a country other than the country of assignment.

REQUIREMENTS

Required experience 3 years of experience in similar profiles is an asset, as is experience working in the UN or other international development organisations. • Excellent oral and written skills; excellent drafting, formulation, and reporting skills. • Accuracy and professionalism in document production and editing. • Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development. • Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel. • Solid overall computer literacy, including proficiency in various Microsoft Office applications (Excel, Word, among others), email, and the internet; familiarity with database management; and office technology equipment. • Self-motivated, able to work with minimum supervision and with tight deadlines. • Have affinity with or interest in UNHCR's work, volunteerism as a mechanism for durable development, and the UN system.
Area(s) of expertise Communication, Crisis and emergency response, Development programmes

Languages English, Level: Fluent, Required Portuguese, Level: Working knowledge, Required French, Level: Working knowledge, Desirable Spanish, Level: Working knowledge, Desirable

Required education level Bachelor degree or equivalent in International Relations, Political Science, Journalism, Communications, Business of Public Administration.

Competencies and values • Integrity and professionalism • Accountability • Commitment to continuous learning • Planning and organizing • Teamwork and respect for diversity • Communication • Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary. • Genuine commitment towards voluntary engagement principles, which include solidarity, compassion, reciprocity and self-reliance, and commitment towards the UN core values.

OTHER INFORMATION

Living conditions and remarks

The incumbent will be based in Luanda, the capital city of Angola. Luanda is the largest city in Angola, with approximately 2.5 million inhabitants. Luanda is a family duty station category B. The city is considered security-stable, where staff members can rent apartments and/or houses with access to running water, electricity, internet, and cable TV. Most of the banks,

markets, and hotels are open from 8:00 to 15:00 for 6 days a week. Some banks offer the possibility of opening accounts in foreign currencies. Within Luanda, health centres and hospitals are fully operational. Angola's healthcare system is comprised of public and private services. In Luanda, most medical services are available. UNHCR currently has no payment guarantee with any provider; upfront payment may be required. The quality of services rendered at public hospitals is below international standards, and recurrent shortages of basic medicines and supplies occur. In response to the COVID-19 pandemic, the government of Angola launched a program to prevent and control the spread of COVID-19. By the end of September 2022, 24.12 % of the target population had taken at least two vaccine doses. The use of a face mask (covering both nose and mouth) is required in healthy centres/ hospitals, pharmacies, and some public areas. Like in many other large cities, Luanda's crime threat level is moderate. The burglaries in residences and robberies can occur at night in some parts of the city. A high level of vigilance and alertness is always required. You can check full entitlements at the duty station at https://app.unv.org/calculator The complete UN Volunteer Conditions of Service is available at https://explore.unv.org/cos Other information Inclusivity Statement. United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender and care-protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin, or other status. Note on Covid-19 vaccination requirements. Selected candidates may be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid-19), in line with the applicable host entity's policy.

Inclusivity statement

United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

Note on Covid-19 vaccination requirements

This UNV assignment is subject to proof of vaccination against Covid-19 with WHO approved vaccine, unless the UNHCR Medical Service approves an exemption from this requirement on medical grounds.